

The following are suggestions to help agencies improve the organization of Personnel Folders:

- In order to make Personnel files easier to manage, CAHC suggests using a file system to keep all employee's records organized in a similar fashion.
- A file folder with added tab dividers or an accordion folder with tabs is recommended for each employee record, but is not required by CAHC. Agencies can devise their own filing system for organizing their personnel folders.
- An example how to set up a personnel record with documents organized by category (or sections) is shown below:

- Section 1:** Employment Application
Copy of Certificate/License
Board of Nursing Validation of Certificate
Health Attestation
Photo
- Section 2:** Interview
Work History
References
- Section 3:** Orientation to Agency
- Section 4:** Initial & Annual Competencies
- Section 5:** Probationary and Annual Performance Evaluations
- Section 6:** Supervision documentation
- Section 7:** In-service documentation
- Section 8:** Miscellaneous forms related to the individual agency

Helpful Tip:

Date of First Case (DOC) should be prominently displayed on all forms, as well as on the Health Attestation Form